



This schedule applies to: Department of Agriculture

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Agriculture relating to the unique functions of supporting the agricultural community and promoting consumer and environmental protection. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designation as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Department of Agriculture are revoked. The Department of Agriculture must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on September 5, 2012.

Signature on File

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Revision History

Version	Date of Approval	Extent of Revision
1.0	September 5, 2012	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,
please contact the Department of Agriculture's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. ADJUDICATIONS AND HEARINGS

This section covers records relating to adjudicative proceedings and hearings performed by the Department of Agriculture.

1.1 ENFORCEMENT

The activity relating to responding to complaints/violations notifications received by agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-06-60100 Rev. 0	<i>Adjudicated Pesticide Case Files (Director's File)</i> Official documents pertaining to pesticide violation cases heard by an administrative law judge, including hearing minutes, depositions, subpoenas, correspondence, penalty assessments, collection notices, orders, and other related materials. May include audio and/or video tapes. Generated as a result of judicial action on Pesticide Violations-Adjudicated Cases (Program Working File).	Retain for 6 years after closure of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
03-03-60492 Rev. 0	<i>Adjudicative Proceedings Files</i> Official documents relating to violations of laws and rules of the agency which includes cases heard by an administrative law judge, hearing minutes, depositions, subpoenas, correspondence, penalty assessments, orders, collection notices and other related material. May include audio and/or video tapes.	Retain for 6 years after closure of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.1 ENFORCEMENT

The activity relating to responding to complaints/violations notifications received by agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68337 Rev. 0	<p>Notices or Orders – Non Adjudicated</p> <p>Notices, orders, or other documents relating to actions taken against entities subject to regulation by the Department of Agriculture when the action does NOT result in an adjudicative case against the entity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Closing, degrade, regrade and hold orders;• Notices of correction, destruction, detention;• Notices of embargo and impound;• Notices of inspection, rejection and unregistered products;• Releases or removal of notices and orders;• Stop orders for sale or use;• Warning notices.	<p>Retain for 6 years after notice or order is issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2. AGRICULTURAL DEVELOPMENT AND PROMOTION

This section covers records relating to the development and promotion of agriculture.

2.1 FAIRS, MARKETING AND BUSINESS PROMOTION

The activities relating to the promotion, development and educational opportunities supporting agriculture for the state of Washington.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-03-36167 Rev. 1	<i>Fair Evaluation Reports</i> Evaluation reports by Fairs Commissioners as to the quality and educational impact of the participating fairs with information for the allocation process.	Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
93-01-51913 Rev. 3	<i>Marketing and Business Services</i> Documents the activities of the marketing programs, business promotion or other state authorized activities promoting agricultural crops and products from Washington State. Includes, but is not limited to: <ul style="list-style-type: none">• Farm to School and Small Farms marketing programs;• International marketing;• Trade shows;• Translation services.	Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM



3. ANIMAL SERVICES

This section covers records relating to the import/export, health, ownership, sales and management of large and small livestock within state boundaries.

3.1 ANIMAL SERVICES <i>The activity relating to the import/export, ownership and sales of livestock.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62131 Rev. 0	<i>Animal Movement Records</i> Documents pertaining to import, intrastate and interstate movement of animals in/out of/into Washington. Includes, but is not limited to: <ul style="list-style-type: none">• Feeder border documents;• Slaughter border documents;• Health certificates;• Birth date certificates;• Permit for movement of restricted animals.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
78-12-21654 Rev. 4	<i>Field Inspection Activity</i> To provide a record of fees collected for livestock brand inspection activities at packing houses, livestock market, feedlots, and in the field throughout the state.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



3.1 ANIMAL SERVICES

The activity relating to the import/export, ownership and sales of livestock.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-21995 Rev. 3	Horse Identification Program Provides a record of those horses registered in the State of Washington; provides legal identification for horses shipped out of state.	Retain for 6 years after transfer or discontinuance of brand <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
00-03-59630 Rev. 1	Impounds Provides a record of animals found at large and held at livestock markets to be sold if not claimed. Monies held for one year by the Department of Agriculture. Also provides a record of proceeds held and released for animals sold at livestock markets and packing houses.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



3.1 ANIMAL SERVICES

The activity relating to the import/export, ownership and sales of livestock.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-21993 Rev. 3	<i>Livestock Brand Files</i> Record of current Washington State brand owners, with data necessary for brand renewal certification and reference for proof of ownership for livestock inspectors. Information as required by law to be published biennially in the Washington State Brand Book or its supplements. Includes, but is not limited to: <ul style="list-style-type: none">• Washington State livestock brands previously issued but not renewed;• Correspondence and other legally binding documentation providing a historic record of the ownership of all livestock brands registered in Washington State;• A record of all organizations or individuals authorized by the Department of Agriculture to use freeze branding of a specific department-issued numbering system for certain livestock and in-herd identification.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
85-12-35780 Rev. 0	<i>Officer's Livestock Inspection Report</i> To provide a record of those livestock crossing Washington borders through Ports of Entry to monitor for compliance with Washington import rules.	Retain for 1 year after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-02-24258 Rev. 2	<i>Permit to Import Livestock</i> Numeric record of those cattle importation permits issued by telephone to allow livestock importation into the State of Washington.	Retain for 1 year after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



3.1 ANIMAL SERVICES

The activity relating to the import/export, ownership and sales of livestock.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51372 Rev. 2	Sale Records Provides a record of the number of livestock sold at state yards identifying each individual owner and buyer, and Certificates of Permit allowing cattle to be shipped into sales yards, as well as from sales yard to sales yard.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
78-12-21652 Rev. 5	Special Sale Permits Provides a record of requests for, and permits authorized by the Director to hold special livestock sales within the state, including consignment sales. Includes, but is not limited to, records of: <ul style="list-style-type: none">• Fees paid;• Permits issued;• Bonds held.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 DISEASE CONTROL

The activity of managing the health of livestock, including vaccinations and other controls for livestock diseases.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12187 Rev. 2	<i>Calfhood Vaccination Record</i> A record of calves vaccinated against brucellosis. Includes, but is not limited to: <ul style="list-style-type: none">• VS form 4-26 or other prescribed forms;• Correspondence regarding the animals.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-07-12185 Rev. 2	<i>Disease Report</i> Monthly report submitted by practicing veterinarians to identify diseases found in those animals treated.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-12-35779 Rev. 1	<i>Livestock Health Certificates – Import and Export</i> Certification that all import and export health requirements on the shipment of both large and small animals are met.	Retain for 1 year after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50784 Rev. 1	<i>Quarantine Record</i> Provides a record of quarantined animals with suspected disease problems and/or illegally imported that are awaiting necessary testing.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



4. COMMODITIES

This section covers records relating to inspections, certifications and other oversight activities for commodities such as grains, fruits, vegetables and seeds.

4.1 FRUITS AND VEGETABLES <i>The activity relating to the inspections, certifications, and other related records regarding fruit and vegetable growers.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-05-50326 Rev. 1	<i>Gift Package Authorization</i> Authorization for out-of-state companies that request permission to use Washington State fruit in gift packets. Includes, but is not limited to: <ul style="list-style-type: none">• Affidavits;• Correspondence;• Other documentation of authorization.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
86-06-36675 Rev. 1	<i>Special Grade Authority File</i> Correspondence and documentation pertaining to growers authorized to register special grades of fruit.	Retain for 3 years after termination of authority <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



4.2 GRAINS AND SEEDS

The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of grains, seeds and pulses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-06-36664 Rev. 1	<p><i>Certificate of Compliance</i></p> <p>Provides documentation of agreements between the Department of Agriculture and growers, shippers or warehouses that shipments of agricultural commodities are in compliance with grades and standards as set forth in federal regulations and state statutes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agreements and certificates of compliance. <p><i>Note: Retention requirements as per US Grain Standards Act (7 CFR 800).</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
80-07-25175 Rev. 1	<p><i>Certificates – Submitted Sample Inspection</i></p> <p>Submitted sample inspections performed by Department of Agriculture to samples of grain submitted by external entities. A certificate is issued to show the kind, class, grade, quality and condition of grain inspected that does NOT meet the requirements of the US Grain Standards Act (7 CFR 800).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Official certificates;• Submitted pan sample tickets;• Weight certificates;• Index to cars and hay and grain received.	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



4.2 GRAINS AND SEEDS

The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of grains, seeds and pulses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-05-50330 Rev. 0	Export Statistics Statistical information regarding types and amounts of grain exported to worldwide destinations.	Retain for 2 years after end of fiscal year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
81-01-26713 Rev. 1	Grain Inspection Records – Federal/State Documents relating to the inspection of grains and pulses under the federal-state grain inspection program. Includes, but is not limited to: <ul style="list-style-type: none">• Cereal grains (wheat, corn, oats, etc.) and pulses (beans, peas and lentils);• Certificates – other criteria (beet pulp pellets, unofficial proteins);• Domestic grain inspection certificates;• Grain shipment logs;• Pan sample tickets;• Weighing area inspections. <i>Note: See 7 CFR 800.148 and 800.153 for retention requirements.</i>	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



4.2 GRAINS AND SEEDS

The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of grains, seeds and pulses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-05-24759 Rev. 1	<p>Organization for Economic Cooperation and Development (OECD) Files</p> <p>Provides documentation for the Organization for Economic Cooperation & Development (OECD) files related to those foreign varieties of seed which have obtained certification approval by the United States Department of Agriculture and the Washington State Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Certification submittals for varietal foreign seeds;• Certificates granted. <p><i>Note: See WAC 16-302-215.</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
81-01-26716 Rev. 1	<p>Rail Car Number and Seal Condition Record</p> <p>To record the number of grain rail cars arriving, the rail car number sequence, and any broken seals found.</p>	<p>Retain for 1 month after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51909 Rev. 0	<p>Seed Arbitration Records</p> <p>Provides a record of seed arbitration cases including the initial request for arbitration and documentation through the close of the case</p>	<p>Retain for 6 years after termination of contract <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



4.3 STORAGE – COMMODITIES

The activity relating to the regulation and auditing of warehouses and storage facilities for commodities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-05-24980 Rev. 1	<p>Warehouse Records</p> <p>Documents relating to commodity storage warehouses subject to regulation or audit by the Department of Agriculture.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none">• Warehouse storage capacity documents;• Warehouse bonds or insurance certificates;• Controlled atmosphere records;• Statistical information documents, including packout reports;• Compliance review documents, including reports, summaries, charts, and other data;• Documents relating to validated or destroyed negotiable warehouse receipts.	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



5. ENVIRONMENTAL ASSESSMENTS

This section covers records relating to environmental evaluations and assessments performed by the Department of Agriculture.

5.1 ASSESSMENTS

The activity relating to reports and assessments of the impact of agricultural activities on the environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51186 Rev. 0	Groundwater Pollution Prevention Documentation and information for the prevention of groundwater pollution from pesticides. Includes, but is not limited to: <ul style="list-style-type: none">Geological Information Survey (GIS) applications data;Applications data.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
92-08-51187 Rev. 1	Natural Resources Assessment Section Files Provides documentation, including reports, pertaining to program projects of the Natural Resources Assessment Section. Includes documents relating to: <ul style="list-style-type: none">Water resources protection, including groundwater and surface water monitoring;Nonpoint pollution;Pesticides application database;Pesticides and nutrient strategy;Endangered species protection;Risk assessment.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



5.2 INDEXING AND MAPPING

The activity relating to creating indexes and maps related to crops and pesticide use and for the protection of the environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-10-60997 Rev. 0	<i>Crop Map – Annual</i> Documentation and information for the prevention of groundwater pollution from pesticides. Includes, but is not limited to: <ul style="list-style-type: none">• Geological Information Survey (GIS) applications data;• Applications data.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
05-10-60998 Rev. 0	<i>Pesticide and Crop Summaries</i> Provides documentation describing the crops that a specific pesticide is used on, both by chemical type and by crop type. Includes documents relating to each commodity for: <ul style="list-style-type: none">• Method of pesticide application;• Quantities of pesticides used;• Rate of pesticide applications;• Timing of pesticide applications;• Type of pesticides used;• Pesticides application database.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



6. FOOD SAFETY AND CONSUMER SERVICES

This section covers records relating to food safety and consumer protection services.

6.1 EMERGENCY ASSISTANCE			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68347 Rev. 0	<p><i>Emergency Food Assistance</i></p> <p>Provides a record of program operations through contracts and program reports. Food assistance programs assist local organizations and tribes in providing emergency food to low income and vulnerable individuals.</p> <p><i>Note: Formerly a function of Department of Commerce and General Administration.</i></p>	<p>Retain for 6 years after termination of contract <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



6.2 ORGANIC FOOD PROGRAM

The activity relating to the promotion and certification of organic foods grown in the state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51297 Rev. 3	<p>Organic Food Files – Federal Certification</p> <p>Files for the United States Department of Agriculture (USDA) organic certification. Documentation of organic producers, processors, and handlers, and applicant files for those categories.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications and correspondence;• Current practices and field history;• Inspection reports and residue analysis results;• Manufacturing process and labels;• Product ingredients. <p><i>Note: See 7 CFR 205.510(b)(2) for retention requirements.</i></p>	<p>Retain for 10 years after the end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
92-09-51301 Rev. 3	<p>Organic Food Files – State Certification</p> <p>Files for organic material registrations, transitional and international organic producers, processors, and handlers, and applicant files for state certification by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications and correspondence;• Current practices and field history;• Inspection reports and residue analysis results;• Manufacturing process and labels;• Product ingredients.	<p>Retain for 10 years after the end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR



7. INSPECTIONS

This section covers records relating to inspections performed by the Department of Agriculture for the purpose of issuing certifications and monitoring.

7.1 CERTIFICATIONS

The activity relating to certifications issued by the agency after inspections/compliance have been met.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68339 Rev. 0	<p>Certification Records</p> <p>Documentation of certification applied for and then issued by the Department of Agriculture once requirements/inspections have been met. Documentation may include applications, inventories and lists of certified entities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Commodities;• Fumigation;• Seed and seed blends, tagging and sampling, growers and processors;• Nursery stock and plants;• Phytosanitary certification;• Veterinarians. <p>Excludes:</p> <ul style="list-style-type: none">• Livestock Health Certificates, Import-Export (DAN 85-12-35779)• Hops Inspection Certificates (DAN 80-03-24529)• Organic Food Files – Federal Certification (DAN 92-09-51297)• Organic Food Files – State Certification (DAN 92-09-51301)	<p>Retain for 6 years after issuance of certificate</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



7.2 INSPECTION

The activity relating to responding to inspections required for entities regulated by the Department of Agriculture.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68340 Rev. 0	<p>Inspection Records</p> <p>Documents relating to inspections made by Department of Agriculture staff for those entities subject to regulation by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Apiary and brown garden snails;• Fruits , vegetables, seeds, and seed potatoes;• Contract foods;• Devices, platforms, storage facilities, weights and measures;• Nursery stock, bulbs and plants;• Surveillance inspections of suspected/alleged violations. <p>Excludes:</p> <ul style="list-style-type: none">• Grain Inspections (DAN 81-01-26713)• Field Inspections (DAN 78-12-21654)• Officer's Livestock Inspection Report(DAN 85-12-35780)• Hop Inspection Certificates (DAN 80-03-24529)• Submitted Sample Inspection Reports (DAN 80-07-25175)	<p>Retain for 6 years after date of inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



8. INVESTIGATIONS

This section covers records relating to investigations performed by the Department of Agriculture.

8.1 INVESTIGATIONS

The activity relating to responding to complaints/violations notifications received by agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68338 Rev. 0	<p>Investigation Records</p> <p>Documents relating to investigations made by Department of Agriculture staff against an entity subject to regulation by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Commission merchant investigations;• Feed, fertilizer, pesticides complaints and violations;• Weights and measures complaints and violations; <p><i>Note: Investigations resulting in fines/penalties are then covered under Notices or Orders – Non-Adjudicated (DAN 12-09-68337).</i></p>	<p>Retain for 6 years after investigation completed and either dismissed or adjudicated</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



9. LABORATORY SERVICES

This section covers records relating to laboratory activities and services such as testing and monitoring administered by the Department of Agriculture.

9.1 DAIRY PRODUCTS TESTING

The activity relating to the laboratory testing of samples from dairies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-08-32762 Rev. 1	<p><i>Dairy Producer Submitted Testing – No Violations</i></p> <p>To provide a record of various tests results and reports from samples submitted by dairy producers. For quality assurance and statutory compliance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bacterial examination testing of water samples submitted;• Finished dairy product laboratory reports;• Frozen dessert, butter, and cultured products laboratory reports;• Leukocyte and bacteria testing and results. <p><i>Note: If results or analysis show violations or prompt an investigation, the lab records then become part of the violation/investigation files and managed according to the appropriate retention for any subsequent investigation or enforcement action.</i></p>	<p>Retain for 1 month after test results completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



9.2 LABORATORY SERVICES

The activity relating to lab services provided by or for the Department of Agriculture.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68343 Rev. 0	<p>Laboratory Service Records – General (No Violations)</p> <p>Documents relating to laboratory activities and tests conducted by or for the Department of Agriculture.</p> <p>Services include testing for:</p> <ul style="list-style-type: none">• Animal diseases and bacterial identification;• Chemical and pesticide contamination;• Detained and embargoed agricultural products;• Germination;• Parasites and insects;• Purity. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Application for services;• Diagnostics and results;• Logs, methods and procedures used;• Sample records and transmittals. <p>Excludes Dairy Producer Submitted Testing – No Violations (DAN 83-08-32762).</p> <p><i>Note: If results or analysis show violations or prompt an investigation, the lab records then become part of the violation/investigation files and managed according to the appropriate retention for any subsequent investigation or enforcement action.</i></p>	<p>Retain for 6 years after testing or analysis completed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



10. LICENSES, PERMITS and REGISTRATIONS

This section covers records relating to the licenses, permits granted and registration of products by the Department of Agriculture.

10.1 LICENSES AND PERMITS

The activity relating to the issuing of licenses and permits to agricultural related workers and activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68344 Rev. 0	<p><i>Licenses/Permits Issued – Applications and Renewals</i></p> <p>Records relating to the applications, issuance, and renewal of the following licenses/permits issued by the Department of Agriculture:</p> <ul style="list-style-type: none">• Certified feedlots;• Commission merchants;• Controlled atmosphere;• Dairy program, dairy producers and technicians;• Food program, including cottage food operations, custom farm slaughterers, custom meat, eggs, food plants and warehouses, and poultry;• Garbage feeders;• Holding facilities;• Independent animal carcass collectors and rendering plants;• Nursery dealers;• Pesticide and pest control applicators, operators and consultants;• Seed dealers;• Service agents;• Weighmasters and weighers. <p>Excludes:</p> <ul style="list-style-type: none">• Summary records of these licenses/permits covered by Licenses/Permits Issued – Summary Records (DAN 12-09-68345);• Permit to import livestock (DAN 80-02-24258);• Special sale permits (DAN 78-12-21652).	<p>Retain for 6 years after expiration or non-renewal of license/permit</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



10.1 LICENSES AND PERMITS

The activity relating to the issuing of licenses and permits to agricultural related workers and activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68348 Rev. 0	<p><i>Licenses/Permits Issued – No Summary Records</i></p> <p>Records relating to the applications, issuing and renewal of the following licenses/permits issued by the Department of Agriculture (where no master list/summary record exists):</p> <ul style="list-style-type: none">• Collective experimental use permits;• Experimental use permits;• Livestock sales markets;• Seed labeling permits;• Warehouse audit licenses. <p>Excludes:</p> <ul style="list-style-type: none">• Permit to import livestock (DAN 80-02-24258)• Special sale permits (DAN 78-12-21652)	<p>Retain for 6 years after expiration or non-renewal of license/permit</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



10.1 LICENSES AND PERMITS

The activity relating to the issuing of licenses and permits to agricultural related workers and activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68345 Rev. 0	<p><i>Licenses/Permits Issued – Summary Records</i></p> <p>Summary records of the following licenses/permits issued by the Department of Agriculture documenting the name and location of licensee/permit holder, type of license/permit issued, number and date granted/date expired:</p> <ul style="list-style-type: none">• Certified feedlots,• Commission merchants;• Controlled atmosphere;• Dairy program, dairy producers and technicians;• Food program, including cottage food operations, custom farm slaughterers, custom meat, eggs, food plants and warehouses, and poultry;• Garbage feeders;• Holding facilities;• Independent animal carcass collectors and rendering plants;• Nursery dealers;• Pesticide and pest control applicators, operators and consultants;• Seed dealers;• Service agents;• Weighmasters and weighers	<p>Retain for 6 years after expiration or non-renewal of license/permit</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



10.2 REGISTRATIONS

The activity relating to the activity of registering or listing of products subject to regulation by the Department of Agriculture.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68346 Rev. 0	<p>Registration/Exemption From Registration Records</p> <p>Documents relating to registrations or exemptions from registration for entities or products subject to regulation by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Animal remedy registrations;• Apiary registrations;• Commercial feed and fertilizer products;• Exemptions and emergency exemptions;• Ingredient lists for products being registered (may be confidential);• Pesticide products;• Special local needs. <p>Excludes Organic Material Registrations (DAN 92-09-51301).</p>	<p>Retain for 6 years after expiration or non-renewal of registration</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



11. PESTICIDE MANAGEMENT

This section covers records relating to the application/monitoring/regulation of pesticides in the state.

11.1 PESTICIDE APPLICATION/PEST INSPECTION LICENSING <i>The activity relating to the licensing of individuals for the application of pesticides and performing pest inspections.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51197 Rev. 4	<i>Pest/Pesticide License Renewals – Successful</i> Documents relating to the renewal of pest inspection or pesticide licenses, NOT including the initial application file. Includes, but is not limited to: <ul style="list-style-type: none">• Renewal notices and related correspondence;• Renewal applications. <i>Note: Original license applications are covered under Licenses/Permits – Applications and Renewals (DAN 12-09-68344).</i>	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
92-08-51195 Rev. 2	<i>Pest/Pesticide License Renewals – Unsuccessful</i> Provides a record of those individuals who, through testing, did not qualify for the State of Washington certification or renewal for which they applied. <i>Note: Original license applications are covered under Licenses/Permits – Applications and Renewals (DAN 12-09-68344).</i>	Retain for 2 years after unsuccessful attempt <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51199 Rev. 1	<i>Pesticide Licensing Recertification Course Information</i> To provide a record of all courses which have received Department of Agriculture pesticide license recertification credits during a calendar year.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



11.2 PESTICIDE MONITORING AND REPORTING

The activity relating to the collection, monitoring and reporting of pesticides and the impact on the environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51194 Rev. 2	<i>Pesticide Treatment Records</i> Provides a record of pesticides applied to treatment areas by licensed applicators; information used for enforcement of state laws regarding pesticides.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
92-08-51193 Rev. 2	<i>Pesticide Sensitive Individuals</i> Registration and other documentation sent to the Department of Agriculture by persons who wish to be included on a published list of pesticide sensitive individuals in accordance to state law.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
92-08-51184 Rev. 1	<i>Waste Pesticide Collection</i> Documentation providing a record of all waste pesticide collection activities of the Department of Agriculture. Includes, but is not limited to: <ul style="list-style-type: none">• Shipping manifest and related correspondence;• Dangerous waste annual reports;• Department of Ecology forms for pesticide generator number.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



11.2 PESTICIDE MONITORING AND REPORTING

The activity relating to the collection, monitoring and reporting of pesticides and the impact on the environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51185 Rev. 1	<p><i>Wetland Pesticide Treatments</i></p> <p>Provides a record of pesticides applied to state wetland treatment areas by Governor's Executive Order, or as part of a pest control project, such as the Spartina Weed Control Project.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications for coverage;• Experimental permits;• Pesticide treatments;• SEPA documentation.	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



12. PLANT PROTECTION AND INSECT/PEST CONTROL

This section covers records related to the protection of agricultural plants, including noxious weeds and pests.

12.1 INSECTS/ENTOMOLOGY AND PEST CONTROL

The activity of protecting plants from insects and control of pests.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-02-60027 Rev. 0	<p><i>Pest Control and Eradication Working Files</i></p> <p>Documentation of all activities for surveys, detection, control or eradication efforts for insects and plant pests. These are working files used by program staff to develop plans and to generate final summary reports and results.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Biologic agents/vendor information;• Catches and surveys;• Control and eradication efforts;• Diseases and genetic insect testing;• Landowner consent;• Trap location/placement/results records;• Pest hotline logs and reports. <p><i>Note: Final results and summaries are covered under Pest Control and Eradication Final Results and Summaries DAN 01-02-60028 (Archival)</i></p>	<p>Retain for 4 years after end of federal fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM



12.1 INSECTS/ENTOMOLOGY AND PEST CONTROL

The activity of protecting plants from insects and control of pests.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-02-60028 Rev. 1	<p><i>Pest Control and Eradication Final Results and Summaries</i></p> <p>Documentation of the final summaries and results of surveys, detection, control or eradication efforts for insects and plant pests. Summary of information contained on individual Insect Pest Survey Maps and Insect Trap Placement Records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Budget information;• Catches and surveys results;• Control and eradication efforts including pesticide use;• Diseases and genetic insect test results;• Governor's declarations and Landowner consent;• Manuals, procedures, and treatment logs;• Pest hotline logs and reports;• Trap location/placement/results records.	<p>Retain for 6 years after end of federal fiscal year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



12.2 PLANT PROTECTION

The activity of protecting agricultural crops and plants from pests and to promote crop production.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-03-24529 Rev. 0	<i>Hop Inspection Certificates</i> For the physical analysis of a particular sample lot of hops; federal certificates are provided from this analysis.	Retain for 3 years after end of federal fiscal year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



13. WEIGHTS AND MEASURES

This section covers records relating to promoting marketplace equity in commercial transactions by regulating weights and measures.

13.1 WEIGHTS AND MEASURES

The activity relating to testing, monitoring and regulating of weights and measures in Washington State.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-06-36712 Rev. 0	<i>Installed Equipment Ledger</i> Provides a chronological record of tests performed on permanently installed scales, gas pumps and low pressure gas meters.	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.



Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or



any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records."

Public Records

RCW 40.14.010 – Definition and classification of public records.

"... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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